



***State of Washington  
Department of Transportation  
Notice to Consultants  
Regional Transportation Investment District  
Executive Director and Professional Services***

The Washington State Department of Transportation (WSDOT) announces Requests for Proposals (RFP) from consultants interested in providing staffing support to the Regional Transportation Investment District (RTID.) The approximate dollar value of the consultant agreement will be for \$710,000.00.

**General Scope of Work**

The Executive Director will be a position at or near full-time serving for the period from approximately November 1, 2003 to June 30, 2005.<sup>1</sup> Compensation under the provisions of this contract will include the personal services remuneration of the Executive Director together with costs of secretarial and bookkeeping support and direct reimbursables for expenses incurred in performing the engagement. Certain additional amounts are provided for under the contract for the engagement of specialized sub-consultants as further described below.

*Work to be performed by the Executive Director:*

**Executive services supporting the work of the RTID Executive Board and Planning Committee**

The Executive Director will perform the function of lead executive staff to assist and facilitate in the development of the transportation plan to be presented for approval to the county councils and the voters. This work shall include:

- Preparation of summaries, briefings and action agendas to support deliberations of the corporate entities (the term “corporate entities” as used herein means, as the context requires, the RTID Executive Board and Planning Committee, and the County councils), involved in formulating the RTID plan.
- Consultation with individual members of the corporate entities to provide the framework for the preparation of such materials.
- Presentation of such materials to the corporate entities, including the marshalling of data and other information to support and facilitate corporate deliberations.
- Preparation of draft resolutions, memorials and correspondence of the corporate entities and also an adequate record and minutes of all deliberations.
- Scheduling meetings of the corporate entities and providing all necessary logistical and administrative arrangements and support for meetings.
- Maintaining records and papers relative to the work of the corporate entities relative to RTID in accordance with their by-laws and the applicable laws of the State of Washington and in all respects managing the correspondence and other communications of the

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<sup>1</sup> If the Executive Director maintains engagements on other contracts, satisfaction must be provided that such other engagements will not interfere with the capability of fulfilling the responsibility of this engagement or place the Executive Director in a conflict of interest.



entities (services of a Clerk are expected to be rendered by the Clerk of the King County Council).

An important area of the Executive Director's responsibilities shall be in assisting the coordination of activities by the individual counties, WSDOT and others in laying the foundation for the Plan or Plans presented to the corporate entities. This work may from time to time include:

- Eliciting, communicating and integrating plans of the responsible transportation entities for specific projects for consideration for inclusion in a Plan or Plans.
- Eliciting, communicating and integrating plans for financing of such a Plan or Plans, including information on revenue yields, financing plans and spending projections.
- Assisting in the development of interagency agreements and/or other instruments necessary to support financing structures and expenditure mechanisms necessary to support the execution of the project implementation program, including matters relating to flow of funds.
- Preparation of materials relating to taking the Plan or Plans to ballot.
- Providing executive staff support to a Technical Advisory Group including representatives from at least King County, Pierce County, Snohomish County and WSDOT

In contemplation that the Regional Transportation Investment District will come into existence following approval at the ballot, the Executive Director shall undertake the following pre-organization activities:

- Preparing organization materials for the District, including by-laws, other appropriate actions to qualify and establish the District and an initial proposed organizational plan for the District.
- Serving provisionally as the interim executive staff of the District from such time as it shall be officially formed until a date no later than June 30, 2005.

The Executive Director's responsibilities will include important matters respecting public communications:

- Preparing and presenting a communications plan for the RTID program to the corporate entities.
- Executing the approved communications plan including, without limiting the generality of the foregoing, development of communications publications and other vehicles, development and maintenance of a web site, contact with media, and so on.
- Representing the RTID process and the corporate entities as required in public presentations, testimony, meetings with elected and appointed officials, advocacy and constituency groups, civic organizations and the like.
- Development of a public outreach plan and program relating to a ballot measure respecting the RTID plan or plans.

***In this and all other aspects of this scope of services, limitations on the proper and legal use of funds appropriated by the state legislature shall be***

***scrupulously observed and in that respect advice from the Office of the State Attorney General shall be available through WSDOT.***

The Executive Director will manage the program and expenditures of the contract and report thereon to the corporate entities and to WSDOT, as well as supervise and manage the work of subordinate staff and of sub-consultants.

*Uses of sub-consultants to the Executive Director:*

It is expected that the Executive Director will engage suitable services through individuals or firms to provide services in the following areas:

Communications and Public Outreach

These services are expected to be provided in the areas of communications and public outreach plan design, preparation of materials, and plan execution. The total spending for sub-consultant personal services in this respect shall not exceed \$90,000. The total spending for reimbursables in support of this service, which may include costs of printing and other similar direct expenses, shall not exceed \$100,000. All amounts for personal services and reimbursables shall be rendered under the contract without mark-up by the Executive Director.

Legal Services

These services are to provide a source of legal counsel to the Executive Director and the RTID process on interpretation of legal authorities, advice as to matters to put under actual or proposed legal agreement, matters respecting due authorization and federal tax law consequences of financing plans, and similar matters. The total spending in this area shall not exceed \$90,000. All amounts for personal services and reimbursables shall be rendered under the contract without mark-up by the Executive Director.

*Administration and direction of the work:*

The RTID plan process requires the successful collaboration of members of the county councils serving on the Planning Committee and the Executive Board, other county and local officials engaged in transportation and finance matters, the Secretary of Transportation and staff of WSDOT, and members of the State Transportation Commission.

The expectations respecting this engagement and the work to be performed under it are as follows:

- The RFP will be issued by WSDOT. Prior to its issuance, WSDOT and the RTID Executive Board will consult and collaborate on the form and substance of the RFP, including the selection criteria to be used to choose the Executive Director and all matters relating to the proposed scope of services.
- WSDOT staff will administer the RFP process. All correspondence and communication will be shared by WSDOT with the RTID Executive Board and WSDOT shall consult with the RTID Executive Board on any questions arising during the RFP process on which actions must be taken by WSDOT.



- All responses to the RFP shall be addressed to WSDOT. WSDOT will distribute the responses to the RTID Executive Board Chair. A formal, written and separate evaluation of responses shall be made by each of WSDOT and the RTID Executive Board. In the event of disagreement in the evaluation outcome between WSDOT and the RTID Executive Board, an attempt shall be made at resolution in the hope that a unified recommendation can be made. The selection shall finally be made by the Secretary of Transportation, provided that in the event that WSDOT and the RTID Executive Board do not agree as to the recommendation, the Secretary of Transportation would expect to honor a request by either party that no selection be made other than the selection it has recommended (i.e., reserved veto to either party).
- Once the Executive Director has been selected, formal contract execution and administration shall be performed by WSDOT. Invoices rendered to WSDOT shall, prior to submission, be provided for review and comment to the RTID Executive Board. Decisions on matters of contract administration made by WSDOT shall be final.
- In day-to-day work, the Executive Director shall expect and be entitled to receive direction from the RTID Executive Board and shall render performance responsive to that direction to the RTID Executive Board. Honoring the collaborative undertakings necessary to bring about the full implementation of the RTID, all direction given by the RTID Executive Board shall be fully disclosed and shared with WSDOT. In the event that WSDOT believes direction provided to the Executive Director is *ultra vires* under governing law *and/or* not included within the scope of services provided for the Executive Director, WSDOT shall so notify the RTID Executive Board clearly and specifically and in writing. Good faith attempts shall be made forthwith to reconcile differences and seek agreement on the terms on which the work will proceed, and in that process, if necessary, WSDOT and the RTID Executive Board shall agree to utilize in good faith non-binding mediation or facilitation from third-parties capable of helping to find consensus.

### **Evaluation Criteria**

Pursuant to State and Federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications and experience of the proposed Executive Director (50 points);
2. Qualifications and experience of the proposed Communications and Public Outreach Services (15 Points);
3. Qualifications and experience of the proposed Legal Services (10 Points); and
4. Proposed approach to fulfilling the duties of the Executive Director and the provision of supporting services as outlined in this RFP, budget and timeline (25 Points);
5. Cost Factors (10 Points): Include the following items (If your firm has an established overhead rate use item "A: otherwise use item "B":
  - A. Overhead Rate and Direct Labor Costs:
    - Overhead rates: Please state your firm's overhead rate. Please include supporting audited/unaudited overhead schedule for the most current fiscal year. Please include the beginning and ending dates of your firm's fiscal year.



- Direct (raw) labor costs: Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager, and the associated direct (raw) labor costs for each labor classification.
- B. Statement of Billing Rates: If your firm does not have a FAR audited overhead rate, include the following:
- Descriptive statement that the rates listed are the lowest/best rates given to any client;
  - The beginning and ending dates that the quoted hourly rates are valid;
  - Listing of all proposed personnel with corresponding labor classifications; and
  - The hourly billing rates for each labor classification.

### **Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of thirty (30) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets A and B. Your Statement of Qualifications for:

1. "Packet A" must clearly identify your firm name, and the title of the Request for Qualifications on the cover and consist of:
  - Your responses to scoring Criteria 1 through 5.
2. "Packet B" must clearly identify your firm name and title of the Request for Qualifications on the cover and consist of:
  - Your letter of transmittal;
  - Your completed Submittal Information Packet forms for both the Prime and all Sub-consultants.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications on the cover of the submittal packets and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.



Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Friday, October 19, 2003:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7104.

The Department (WSDOT) has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The Department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Friday, September 19, 2003, and Friday, September 26, 2003.

Submittals Due: Friday, October 17, 2003.